

**CHANGE OF CLUB CHILD PROTECTION OFFICER**

This form should be completed when there is a change of club CPO and sent to Scottish Rugby. Once received the Safeguarding Team will be in touch to welcome the new CPO and answer any questions.

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| Club  |  |
| Date of transfer of CPO |  |
| Club President to sign and confirm new CPO appointment has been agreed by club/committee |
| Date | Signature |
| NEW CPO TO COMPLETE |
| Name |  |
| Email |  |
| Telephone/mobile |  |
| Home address |  |
| PVG details | [ ]  I have a PVG linked to my club[ ]  I am a PVG scheme member but not linked with my club[ ]  I am not a PVG scheme member |
| PVG Number |  |
| Complete the following questions | [ ]  I have received a handover[ ]  I have completed Volunteer Scotland Secondary Organisation Contract[ ]  I have signed up to SCRUMS and assigned the role of club Child Protection Officer[ ]  I have read and understood the role description of a CPO within Scottish Rugby Safeguarding Policy |
| Date | Signature |
| OUTGOING CPO TO COMPLETE |
| Name |  |
| Handover complete | YES/NO |
| Date | Signature |

Any questions please get in touch with Faye Henderson (Safeguarding Advisor) on 0131 346 5056 / Faye.Henderson@sru.org.uk